

Education and Experience

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying.

- Equivalent to a Bachelor degree from an accredited college or university, with major course work in urban planning, architecture, urban geography or related field
- One year of responsible, professional urban planning and zoning experience is highly desirable

COMPENSATION AND BENEFITS

Salary

- Salary range of \$3,562 to \$4,338 per month
- Longevity steps of 5% at 7, 11 and 20 years of City employment

Retirement

- Participation in CalPERS 2% at 55 plan. City pays employee's contribution

Insurance

- City offers CalPERS health insurance plans for employees and dependents. City provides a monthly cafeteria amount of up to \$836, as an amount above employee's gross salary to be used toward the purchase of health, dental and vision coverage.
- Life insurance of \$20,000

Deferred Compensation

- Choice of plans available. Voluntary employee contribution

Leave Program

- Two to four weeks vacation leave annually, based on years of employment with City
- 12 days of sick leave annually
- 13.5 days of paid holidays annually

APPLICATION AND SELECTION PROCEDURE

Only the most qualified candidates in relation to the needs of the City of Auburn will be invited to participate in a testing process.

Offers of employment are contingent upon successful completion of a comprehensive, job-related background investigation, reference checks, pre-placement medical examination and other appropriate requirements of the position. A satisfactory driving record, proof of automobile insurance and a valid California driver's license is required.

To be considered for this excellent career opportunity as Assistant Planner, submit a City of Auburn Application for Employment and a current resume to:

City of Auburn
c/o Linda Danford
1225 Lincoln Way
Auburn, CA 95603
530/823-4211, Ext. 136
Fax 530/885-5508
ldanford@auburn.ca.gov

Visit the City of Auburn web site at
www.auburn.ca.gov

**FINAL FILING DATE:
JANUARY 18, 2005**



For physical demands and working environment, please request a copy of the job specifications for details.

Provisions of this bulletin do not constitute nor guarantee an express or implied contract for employment and may be revoked or modified without notice. The City of Auburn is an Equal Opportunity Employer.



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**IS SEEKING
APPLICANTS FOR
THE POSITION OF
ASSISTANT PLANNER**

THE COMMUNITY

The City of Auburn is considered one of the best places to live in Northern California. It's bordered by the beautiful American River Canyon and nestled in the western foothills of the Sierra Nevada Mountains. Located at the crossroads of I-80 and historic Highway 49, Auburn is the county seat of Placer County. The City encompasses approximately 7.5 square miles and has a population of 12,800. Situated at elevations between 1,000 and 1,400 feet, the surroundings offer an awesome seasonal change.

From Auburn's origins as a mining camp in the 1850s, the city has emerged as a community of strong historic character, cultural enrichment, economic diversity and a destination point for outstanding outdoor recreation. Memories of early history are being sustained by way of its museums and antique stores and the preservation and renovation of its residences and commercial buildings.

Auburn is committed to supporting the arts in the community, including public art, theatre, music, dance and the many local artists that exhibit their works in the art galleries and businesses. One-of-a-kind shopping and dining experiences are offered in the four commercial business districts. Light industry is supported by the city's Airport Industrial Park and the Auburn Municipal Airport. The Auburn State Recreation Area is adjacent to the city and offers numerous rivers and lakes for whitewater rafting and kayaking, boating and recreational fishing. The American River Canyon and beyond has miles of scenic trails, including equestrian and mountain bike trails, running and hiking trails and areas to simply enjoy the beauty and serenity of the great outdoors. Auburn is home to the challenging Western States Endurance Run/ UltraMarathon and the grueling Western States Endurance Ride/Tevis Cup held each year.

**All trails lead to Auburn . . .
"Endurance Capital of the World"**

THE ORGANIZATION

The City of Auburn was first incorporated in 1860 and again in 1888 and operates under the council/manager form of municipal government. City Council members are elected at large to staggered, four-year terms of office. The Mayor is elected by the City Council. The Council appoints citizens to five standing commissions charged with presiding over areas of special concern to the City—the Planning Commission, the Economic Development Commission, the Historic Design Review Committee, the Arts Commission and the Telecommunications Commission. The City Manager oversees the City staff of 100 in the administration of the day-to-day operations. The primary service delivery operations of the City are police, fire protection, community development and building, public works, municipal airport, bus transit and waste water treatment. Water, electric, solid waste disposal, parks and recreation and hospital services are provided by other agencies.

THE POSITION

Under general supervision of the Community Development Director, the Assistant Planner will:

- Perform professional duties involved in assisting in the administration of zoning, land use, subdivision and environmental regulations; apply knowledge of applicable regulations in the process of performing duties
- Assist in the review and processing of a variety of planning and land use applications; review construction plans for compliance; discuss and provide recommendations on project issues with applicants or representatives; inspect development sites to ensure compliance
- Provide customer service to City staff, applicants, developers, consultants, general public and outside organizations and agencies; review business license and sign permit applications; respond to zoning and land use questions; investigate zoning issues and complaints

- Provide technical assistance to various hearing bodies, including City committees and commissions; prepare reports and make public presentations as necessary
- Perform related duties as required

THE IDEAL CANDIDATE

Knowledge Of

- Basic development review procedures and requirements
- Methods and techniques of effective technical report preparation and presentation
- Modern office procedures, methods and equipment, including computers and supporting software applications
- Pertinent federal, state and local laws, codes and regulations, including land use, zoning, environmental and subdivision laws, rules and regulations

Ability To

- Interpret, apply and explain pertinent federal, state and local laws, codes and regulations, including City codes and departmental policies and administrative directives
- Analyze projects and potential projects for consistency with planning regulations and general planning principles
- Prepare and present clear and concise technical reports
- Effectively present information and respond to questions from groups of managers, committee and commission members and the general public
- Read, understand and evaluate plans, maps and blueprints
- Operate modern office equipment and computers, including specialized computer applications
- Communicate clearly and concisely, both orally and in writing
- Establish and maintain effective working relationships with those contacted in the course of work